

From the [DIRCO website](http://www.dirco.gov.za/consular/legalisation.htm)
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How to submit documentation to the Legalisation Section

Documents can be submitted to the Legalisation Section by one of the following means:

(Please take note that the addresses for submission of documents to the Legalisation Section differ, depending on the manner in which documents are submitted.)

- **Option 1: Submission in person:**

Physical address: Department of International and Cooperation (DIRCO), OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084 – Office NE2A-Ground Floor or request the security to direct you to the Legalisation Section (reception area).

Requirements: Our public hours are strictly from 08:30 to 13:30 (Monday to Friday, except for public holidays). *(Refer to the specific processing times listed below for further information, as to avoid any disappointment when visiting the Legalisation Section, in order to ensure that the stipulated public hours and specifically the processing times are adhered to accordingly, etc.)*

Note: No letter of permission or ID book etc., is required to submit and collect documents in person (on another person's behalf). Customer are required to retain the blue (process) slip with the reference number to ensure that they are able to collect the documents when finalised.

Refer below for the relevant processing times, etc.:

DOCUMENTATION	PROCESSING TIMES
1 to 5 documents received between 08:30 and 13:00 (Therefore, if you wish to make use of our same-day service for 5 documents or less, the documents must STRICTLY be submitted before 13:00! If you travel from a far distance and did not adhere to the stipulated time-frame, you will be requested to make arrangements to have your documentation collected via courier service, if not possible for you to return yourself to collect during the allocated public hours.)	30 – 45 minutes
More than five (5) documents <u>OR</u> documents received between 13:00 and 13:30	Collection the next working day (during public hours)
Processing of 20 documents or more (received during public hours)	Two (2) working days (during public hours)
Specimen signature requests	<u>Note:</u> It is regretted that we are not able to provide an undertaking as to how long it will take the signatory to forward their specimen signature to the Legalisation Section. Therefore, it is depending on response time from the relevant Department/institution

- **Option 2: Submission via a courier service:**

Physical address: Department of International Relations and Cooperation (DIRCO), OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria, 0084 – Attention: Legalisation Section (Office NE2A-Ground Floor).

Requirement for submitting documentation: It is essential to include a covering letter, addressed to the Legalisation Section, stating the country for which the document is needed, as well as contact information and especially an e-mail address. (**Note:** Clearly indicate to the courier company that the documentation must strictly be delivered directly to the Legalisation Section during public hours i.e. between 08:30 and 13:30, Monday to Friday, excluding public holidays.)

Herewith please find an example (template) iro the Cover Letter:
http://www.dirco.gov.za/consular/2016/cover_letter160504.pdf

If an e-mail address was included within the covering letter, the customer will then receive an e-mail notification (within this e-mail notification will be the procedure to be followed to make arrangements for collection via a courier service). It must be noted that the e-mail notification will only be forwarded once the documents were actually received and processed accordingly. The customer may also follow-up directly with the Legalisation Section by forwarding an e-mail to legalisation@dirco.gov.za (providing the name of the courier company; the airway bill number; and the date of delivery).

Procedure iro collection purposes via a courier service: The customer must firstly receive the e-mail notification from the Legalisation Section; - it will be confirmed that the documents were processed and is in fact ready for collection. The customer will then be requested to make arrangements with the courier service directly, and provide the courier company with a letter of authority, which must include the specified address where it must be forwarded to, and the specific reference number which was allocated by the Legalisation Section (which will be contained in the e-mail notification). It must be noted that without this letter of authority containing the required information and the reference number, the courier company will not be able to collect the documents on behalf of the customer!

Herewith please find an example (template) of the Letter of Authority:
http://www.dirco.gov.za/consular/2016/letter_authority160504.pdf

Note: Return service to be paid by the customer.

- **Option 3: Submission by registered/fast mail:**

Postal address: Department of International Relations and Cooperation (DIRCO), Attention: Legalisation Section, Private Bag X152, Pretoria, 0001.

Requirements: Include an **A4-size** self-addressed/pre-paid return envelope (no cash will be accepted), to allow the Legalisation Section to return the documents to the customer upon completion. Documents forwarded by mail must be accompanied by a covering letter, depicting the number of documents to be legalised, the country for which the legalisation is required as well as the full contact (telephone/e-mail) details of the sender.

Important note: The customer must ensure that the correct current RSA Post Office rates for domestic deliveries are adhered to, and to ensure that the correct value of stamps are placed on the return envelope. For further information and current rates, please visit the SAPO website – <http://www.postoffice.co.za>.

LETTER OF AUTHORITY

I, *(full name / surname)*
hereby declare that the following courier company i.e.
(name of Courier Company) has been appointed to collect my documentation from the
Department of International Relations and Cooperation (DIRCO) – Legalisation Section on
my behalf.

My reference number is: *(reference
number as provided by the DIRCO – Legalisation Section)*.

The courier company will be responsible to collect and deliver the documentation to the
following address:

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I also declare that the courier company appointed will collect my documentation strictly
from the Legalisation Section between 08:30 and 13:30 (weekdays, except public
holidays).

Signed at on this day of
2016.

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